



**Montana
Office of Public Instruction**
Denise Juneau, State Superintendent

opi.mt.gov

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TO: School Discipline Registered User
FROM: Karen B. Crogan, Data and Accountability Specialist
RE: School Discipline Data Collection User Names and Passwords for School Year 2009-2010

IMPORTANT – Please read carefully!

Enclosed you will find your user names and **NEW** passwords for accessing the School Discipline Data Collection application for the 2009-2010 school year. These will be utilized in addition to the Citrix/IRIS logins and passwords, which were sent to district Authorized Representatives in June. If you need assistance with the IRIS/Citrix login and passwords, please contact the OPI Help Desk (444-3448).

Please destroy your old school discipline passwords by shredding.

The School Discipline Data Collection includes all incidents occurring between July 1, 2009 and June 30, 2010 that:

- result in an out-of-school suspension or expulsion of any enrolled student, regardless of the length of time;
- result in an in-school suspension of a student with disabilities;
- involve weapons, drugs or violence in which the perpetrator is a non-student.

School districts are required to enter and submit school discipline data electronically through the OPI's Web-based application. Paper copies of worksheets or information given over the telephone are no longer accepted. Failure to report will put a school out of compliance with the ESEA act {UMIRS provisions, Section 4112(c)(3)}, requiring collection of specific data related to the frequency, seriousness, and incidence of violence and drug-related offenses resulting in suspensions and expulsions in elementary and secondary schools in the state.

The OPI Web page for the School Discipline Data Collection (<http://www.opi.mt.gov/schooldisciplinedc/index.html>) provides access to the following resources, which are in PDF format:

- School Discipline Instruction Manual
- School Discipline Codes
- Glossary of Terms
- Out-of-School Worksheet for suspensions and/or expulsions
- In-School Worksheet for suspensions of students with disabilities.

The worksheets listed above may be useful for compiling the data prior to entry into the application, but, as noted, they may no longer be used for paper filing. Contact the OPI if you need assistance with entering your data.

The Web application will be available beginning October 5, 2009, and will remain open through June 30, 2010, allowing schools and/or districts to enter data on an ongoing basis throughout the school year. Ongoing data entry has obvious advantages that include having an up-to-date log of incidents for a school; more accurate accounting of incidents when entered shortly after they occur; and reducing or eliminating the task of entering most or all your data at the end of the school year.

The school district administration is responsible for ensuring that every school within the district has submitted a completed report. Data must be submitted at the district level for the OPI to consider the data to be complete. The submittal process will be available after May 14, 2010.

For additional information or with questions regarding the application, training, or anything mentioned in this memo, please contact Karen B. Crogan (444-0685, e-mail: kcrogan@mt.gov).

Thank you.